

# **LIBRARY SERVICES MANAGER**

FLSA Status –Exempt

EEO Code – B/Professional

Class Code – L242

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## **GENERAL DESCRIPTION OF DUTIES**

This position performs professional and technical library work in automation and technical services including oversight of equipment, supervision of cataloging and collection maintenance. Additionally, this position coordinates the work of technical services staff, takes responsibility for purchasing, and participates in budget development and administration for the Library.

## **SUPERVISION RECEIVED**

This position receives direction from the Library Director, uses independent judgment, and requires minimal supervision.

## **SUPERVISION EXERCISED**

This position participates in the supervision of professional, technical and administrative staff; and provides technical supervision over assigned areas of work.

## **ESSENTIAL JOB FUNCTIONS**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Supervises Technical Services and staff, including recommending the hiring of staff; training, assigning, and reviewing work; evaluating performance; recommending and/or taking disciplinary actions.
2. Supervises work schedule, processes and procedures for technical services.
3. Performs and oversees cataloging of library materials and cataloging projects, and maintains the cataloging database, acquisitions module, and procedures manual.
4. Supervises library collections, organization, placement and flow.
5. Oversees and facilitates planning, training, and evaluating integrated library system upgrades. Acts as library liaison with CCRLS administrative staff.
6. Supervises monthly and annual statistical reports for acquisitions, collections, circulation, and withdrawal of materials.
7. Participates in the development and administration of the Library's budget and exercises budgetary control over assigned resources in accordance with City policy.
8. Establishes and maintains security codes and staff permissions and integrated library system.
9. Assists the Library Director in facility maintenance.

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10. Receives training and keeps current in the fields of cataloging and acquisitions practices and automation trends; reviews professional literature to enhance professional knowledge and practices.
11. Plays a key role in planning Library services as a member of the management team.
12. Performs work in accordance with federal, state, City, and Library employment and safety laws, rules, and standards.

## **OTHER JOB FUNCTIONS**

1. Triages all general library operations in the absence of the Library Director.
2. Prepares payroll report in the absence of the Library Director.
3. Oversees relocation and placement of collections.
4. Performs related work as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge:**

- Knowledge of modern library principles and practices;
- Knowledge of integrated automated system;
- Knowledge of cataloging and circulation policies and procedures;
- Knowledge of basic principles of management and supervision in order to plan, organize, and carry out library operations;
- Knowledge of Microsoft applications; and
- Knowledge of municipal budgeting, accounting, and financial management practices.

### **Skills:**

- Skill in communicating effectively with Library staff, other City employees, and members of the public;
- Skill in establishing and maintaining effective working relationships with diverse individuals;
- Skill in providing quality customer service; and
- Skill in problem solving and decision-making.

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## Abilities

- Ability to exercise independent judgment to plan, organize, and carry out duties;
- Ability to set goals and objectives needed for managing special projects at the Library; and
- Ability to develop effective library systems and procedures.

## **EXPERIENCE AND TRAINING REQUIREMENTS**

College level coursework specializing in business or computer science, and increasingly responsible professional library experience including lead worker responsibility is required; or any combination of experience and training which would likely provide the knowledge, skills and abilities to perform the job.

## **PHYSICAL AND MENTAL DEMANDS**

Physical exertion is required to push 40 lbs., lift 25 lb., pull 40 lbs., and carry 25 lbs. Activities such as standing, walking, stooping, talking, reaching, repetitive motions, sitting, grasping, hearing, and handling are frequently or continuously required; and the mental activities of decision making, interpersonal skills, teamwork, creativity, customer service, mentoring, reading/speaking/writing English, training and supervision, negotiation, problem analysis, presentations, use of discretion, basic and advanced math, programming, planning, and independent judgment and action are frequently or continuously required. Reasonable accommodation will be made to meet the needs of qualified individuals with disabilities.

## **WORKING CONDITIONS**

Duties are primarily performed in an office environment, within City facilities and parks. Substantial overtime may be required during special projects.

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(Department Director)

Adopted By \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager)

Established: 08/99

Revised: 05/01

Revised: 01/13